

Online Registration

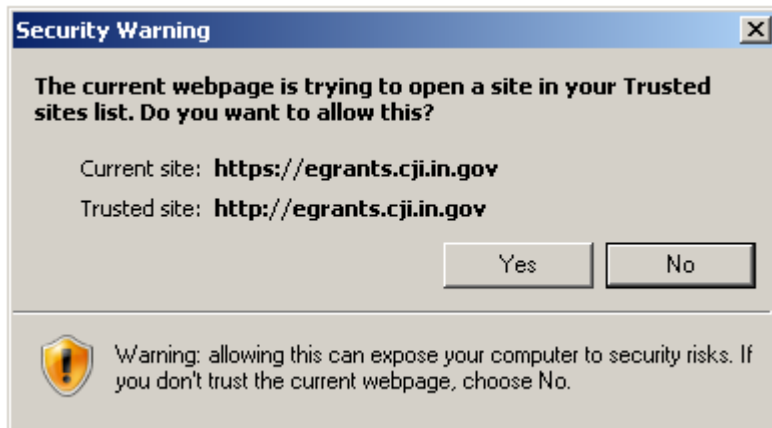
This page left blank by intent.

ICJI Online Registration Quick Start Guide

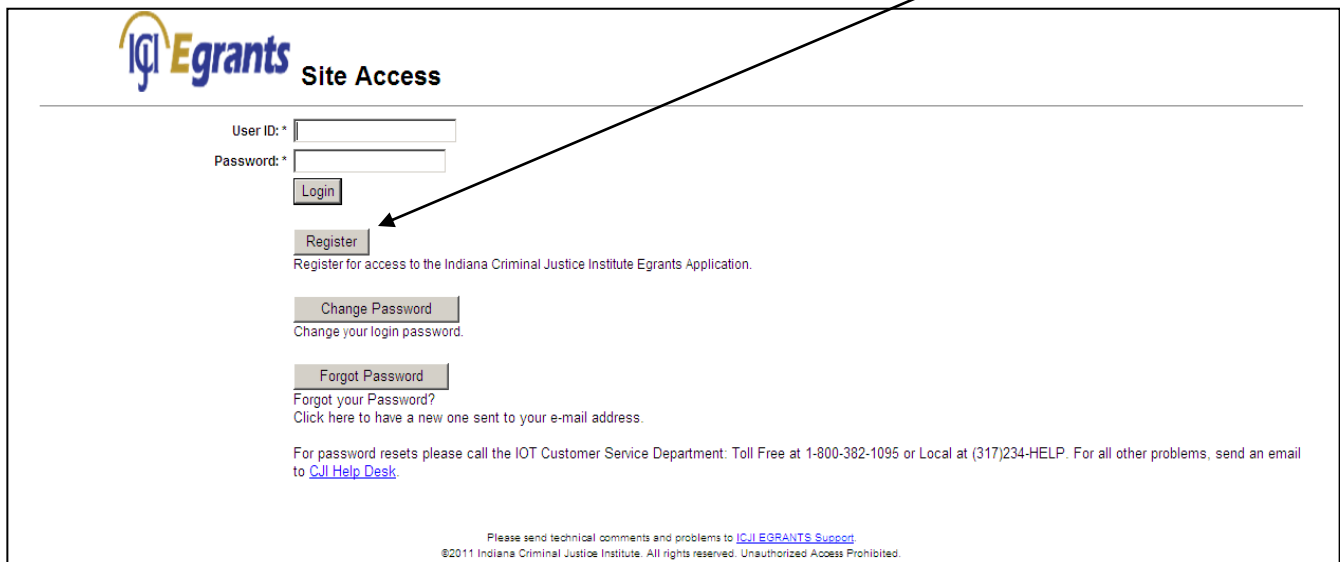
1. Access the **ICJI Egrants** site by going to **http://www.in.gov/cji/**
2. If the page you go to does not look exactly like this, you are not at the right spot. Call Egrants Help Desk by phoning (317) 234-HELP or toll-free within Indiana at (800) 382-1095. Click on the **E-grants** hyperlink.



3. You might see a Security Warning screen like the one below; select **Yes** to allow this site to open.



4. The main ICJI Egrants Site Access screen will then appear. Click on the “Register” button to begin the registration process.

The screenshot shows the "ICJI Egrants Site Access" web page. At the top left is the ICJI Egrants logo. Below it are input fields for "User ID: *" and "Password: *", followed by a "Login" button. Below the login button is a "Register" button, which is pointed to by an arrow from the text above. Below the "Register" button is a link that says "Register for access to the Indiana Criminal Justice Institute Egrants Application." Below that are two more buttons: "Change Password" and "Forgot Password", each with a descriptive link below it. At the bottom, there is a paragraph of text providing contact information for password resets and technical support, including a toll-free number and a link to the "CJI Help Desk". At the very bottom, there is a small copyright notice: "©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

5. You will be transferred to the “ICJI Egrants User Registration” screen. Asterisked fields are required fields and must be completed. Note: The “County” field only requires completion if the “State” is identified as Indiana. Please use upper and lower case letters to complete this form. Review the [Standards for Data Entry Quick Start Guide](#) for additional tips. Click on the Submit button at the bottom of the screen when you have completed all the required fields. (Please read!)

The screenshot shows the "ICJI Egrants User Registration" form. A red arrow points from the text "(Please read!)" to the form. Two yellow callout boxes provide additional instructions: one on the left reminds the user to write down their "User ID" and "Password", and one on the right provides a note about the "User ID" requirements. The form itself contains various input fields for personal and contact information, including name, email, address, and phone number. It also includes a section for password creation and a security question. The "User ID" and "Password" fields are circled in red.

ICJI Egrants User Registration

Fill in the form below to complete your registration into the ICJI Egrants system.
Already have an account? Please [Log In](#) now.

Courtesy Title: *

First Name: *

Middle Initial/Name:

Last Name: * Suffix:

Title:

Email Address: *

Preferred Contact Method: *

Address Type: Envelopes/Labels

Agency Name:

Floor/Suite/Building:

Street Address: *

P.O. Box:

City: *

State: * Zip Code: *

County: *

Country: *

Phone: * () - Extension:

Fax: () -

User ID: *

Password: *

Confirm Password: *

Password strength requirements:
If you ever lose your User ID or Password, we will ask you the following question, and need to receive your chosen answer to confirm your identity.

Question: *

Answer: *

Please send technical comments and problems to [EGRANTS Support \(UAT\)](#).
©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

Note: The User ID must include 6-14 characters, beginning with a letter as the first character, followed by alphanumeric characters. The “Submit” button will not appear unless the password entered is deemed “Excellent” in strength.

Remember to write down the “User ID” and the “Password” you select, as you will need them later.

Please note: If you are already a registered user within the Commonwealth, and you attempt to register in Egrants, you will instead be transferred to the “Site Access” screen to login with your Commonwealth User ID and Password.

Please also Note: When you register or login, and if you have not already read and agreed to the ICJI “Egrants Terms of Use,” the following screen appears. You will need to read the agreement and click on the Agree button in order to proceed further.

You will not have access to the full Egrants system until security is established with ICJI. Until then, you will only be able to access User Management Profiles and the Work Manager tab.

5. Following the completion of the steps 1-4 above, you will need to review the [User Management Access Request Quick Start Guide](#) to determine whether or not your agency has a User Manager.

- **If your agency has a User Manager, follow the steps in the Quick Start Guide to:**
 - Make your User Manager aware of which grants for your agency that you would like access to.
 - Select the role(s) that you are requesting within the agency.
 - When you are finished selecting roles, submit the request to your User Manager.
 - Egrants will notify your User Manager via Work Manager in Egrants to review your request.
 - You will receive an Alert via Egrants Work Manager when you are provided with security. You may then proceed to assess Egrants fully. Your User Manager may also contact you.
- **If your agency does not have a User Manager, you must complete the [User Manager Registration Request Form](#) and return it online or via fax to ICJI Egrants Support at (317) 232-4979.**
 - ICJI will process your security request.
 - Egrants Support Staff will contact you either by email or phone once your roles are established. Once those roles are established, you will have full access to the Egrants system.